

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
**Washington National
Guard**
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
10-094-ARNG

Opening Date
22 July 2010

Position Title, Series & Grade
Cooperative Agreements Business
Specialist, GS-1101-11

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

PD Number:
70774000

SEE NOTE

6 August 2010

Location of Position:

USPFO-PC
Bldg. 32, Camp Murray
Tacoma, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility for continued employment

Salary Range:

\$69,107 PA to \$89,842 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Army National Guard Excepted bargaining employees, and members with excepted technician re-employment rights to **USPFO-PC**.

☐ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Army National Guard.

☐ **Area 3 – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☐ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

CURRENT BARGAINING UNIT STATUS

☒ Bargaining Unit

☐ Non-Bargaining Unit

Appointment Factors:

☐ Officer

☒ **Enlisted**

☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent**

☐ Indefinite

☐ Temporary

Military Assignment & Grade Requirements

OBR: 42A

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

Military Grade Available:

E5 thru E6

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

Minimum Requirements for Consideration

General Experience: Experience in clerical, administrative, or technical work which provided the applicant with experience in applying rules, regulations, and procedures; extracting data or information from various sources; e.g. reports, for such purposes as maintaining records, consolidating or preparing reports; and the ability to communicate effectively with others.

Specialized Experience: Must have **36** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to acquire a **Secret** security clearance. All Technician employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Knowledge of NG Grants and Cooperative Agreements Regulations; DoD Grants and Agreements Regulations; applicable sections of Title 32 of the US Code of Regulations (CFR); pertinent OMB Circulars; local and Indian tribal governments; grants and agreements with institutions of higher education, hospitals, and other non-profit organizations; state audits, local government and non-profit organizations; various program specific guidance and instructions; pertinent fiscal law regulations, and local policies and procedures; and knowledge of legislative language from congressional add-ons to annual appropriation and authorization acts.

Element II – Knowledge of expert and analytical techniques applicable to various cooperative agreements, grants, and fiscal law situations; and to analyze various legal and/or highly complex issues or situations as they occur.

Element III – Knowledge and experience at expert level, to interpret state agreements and fiscal legislation for potential impacts on large federal grant programs.

Element IV – Knowledge of specific grants and cooperative agreement principles to include technical or program requirements, and ability to perform broad technical reviews of cooperative agreement proposals to ensure compliance with applicable CFTs, NGB, DOD DA and NGB regulations and policies.

Element V – Knowledge and skill to manage all aspects of state level cooperative agreements and grants programs involving coordination of a number of cooperative agreement appendices involving a wide variety of types and facilities requiring long-range planning, a thorough knowledge of program objectives, and skill in interpreting or establishing policies to solve unprecedented problems.

This position is located in the office of the United States Property and Fiscal Officer (USPFO) and works directly for the USPFO. The primary purpose is to execute, administer, and manage the Grants and Cooperative Agreements Program for the USPFO (Grants Officer). Develops Master Cooperative Agreements (MCA), Military Construction Cooperative Agreements (MCCA), Cooperative Agreement Appendices, Inter-Service Support Agreements (ISSA), and Military Interdepartmental Purchase Requests (MIPR) pertinent to the establishment of cooperative agreements and associated support programs. Cooperative agreements are assistance instruments of which the principal purpose is the transfer of funds to the respective State Department of Military Affairs to accomplish and support various programs authorized by Federal statute. Cooperative agreements and related programs are characterized by high dollar costs extended over long time periods. The magnitude and terms of cooperative agreements substantially impact the mission of the state National Guard (NG). The incumbent provides oversight of Federal funds used to execute, administer and manage cooperative agreement program expenditures. Provides programmatic analysis and oversight of the state's execution of contracts reimbursed with Federal funds. Oversees the work of the function. Ensures that all required services and materials are acquired for new and existing cooperative agreement programs. Knowledgeable of MCAs and MCCAs and ability to coordinate actions between DoD, DA, DCAA, NGB, USPFO, JA, IR, state agencies and various other Federal and state agencies. Analyzes, organizes and oversees the full range of cooperative agreement management duties from pre-negotiation through final approval and administration through closeout. Monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling MCA and MCCA, and establishes policies and procedures to comply with state and federal laws and regulations. Provides technical review of documents such as MCAs, MCCAs, Special Military Project CAs, CA Appendices, involving facilities, environmental resources, security, electronics security, telecommunications, aviation base operations, full-time dining facility operations, administrative services, POLs, transportation, fire protection, air traffic control, logistics activities, family support, combat readiness training, distance learning project, employer support of the NG and Reserve Program, PEC Employee Activities and Services, Ground Maintenance Services, Aviation Reimbursable Maintenance Operations and Requests for Advance Payments and modifications. Prepares for, coordinates, conducts and attends numerous meetings with high-level officials, DA, NGB, USPFO, TAG's Joint Staff and state and local officials throughout all phases of assignment. Serves as the USPFO's principal authority and subject matter expert in all cooperative agreement and grant matters. Conducts financial and regulatory reconciliation reviews with federal and state program managers and/or their designated representatives. Develops and maintains reports to include Defense Assistance Awards Data System (DAADS) reporting, CA Program status report to the USPFO, ISR reports, and quarterly reports to the Chief of Staff, Annual Assurance Statements, and various other required reports. Administers, oversees, plans, and coordinates (for the Grants Officer), the activities of personnel involved in the management of the local grants and cooperative agreements program. Performs other duties as assigned.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification" (this form is voluntary)
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed. (Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be excepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363